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Bracknell Forest Council

# JOB DESCRIPTION

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| **Job Title:** | **Strategic Planning Policy Lead** | | |
| **Directorate:** | **Place** | **Salary:** | **£70,013 – £75,815 per year Plus London Weighting £753** |
| **Section:** | **Spatial Development** | **Grade:** | **BG-B SCP 55 - 60** |
| **Location:** | **See details below** | **Work Style:** | **Flexible** |

## Key Objectives of the role

The Strategic Planning Policy Lead will provide technical leadership and professional oversight for the preparation, engagement and delivery of the Strategic Development Strategy (SDS).

The role is responsible for ensuring the SDS is robust, legally compliant, evidence-informed and spatially coherent, and that it effectively integrates land-use planning with infrastructure, environment, climate, economic development and public service delivery.

Working across councils, government bodies, statutory agencies and stakeholders, the postholder will function as the authoritative policy lead on the SDS, ensuring that content, options, policy frameworks and spatial strategies meet national policy requirements while responding to local priorities.

## Designation of post and position within departmental structure

**Strategic Planning Director**

SDS Programme Manager

Strategic Planning Policy Lead

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## Daily and monthly responsibilities

### Strategic Policy Leadership (SDS)

Lead the development, drafting and refinement of the Strategic Development Strategy, including vision, spatial strategy, growth options, policies and diagrams.

Provide technical oversight of all SDS content to ensure:

- compliance with national planning policy and legislation
- clarity, coherence and policy soundness
- alignment with climate, nature recovery, infrastructure and inclusive growth objectives.

Translate complex evidence and strategic choices into clear, usable policy for decision-makers and stakeholders.

### Evidence, Options and Spatial Strategy

Direct the preparation and interpretation of the SDS evidence base, including:

- housing and employment need
- land availability and constraints
- infrastructure capacity
- environmental, climate and land-use considerations.

Lead spatial options development, appraisal and testing, ensuring:

- transparent and auditable decision-making
- clear articulation of trade-offs and implications.

Ensure the SDS aligns with emerging national frameworks (e.g. land use, infrastructure planning and reform agendas).

### Engagement, Governance and Member Advice

Lead professional input into:

- formal consultations
- stakeholder engagement programmes
- statutory engagement with prescribed bodies.

Provide clear, impartial and confident policy advice to:

- senior officers
- council leaders and elected members
- boards or joint committees.

Support governance processes by preparing reports, technical briefings and responses to representations.

### Cross-Boundary and Partnership Working

Act as the SDS technical lead in cross-authority collaboration, ensuring effective alignment across:

- local planning authorities
- transport, infrastructure and environmental bodies
- neighbouring strategic planning areas.

Represent the authority in external forums, working groups and government engagement on strategic planning matters.

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Build strong professional relationships to support consensus-building and delivery.

**Interface with Local Plans and Delivery**

Ensure the SDS provides a clear strategic framework for local plans, infrastructure investment and delivery programmes.

Advise on:

- conformity between local plans and the SDS
- transitional arrangements and timing
- implementation and monitoring approaches.

Contribute to the development of monitoring frameworks and review mechanisms.

**Professional Standards and Team Contribution**

Champion high professional standards in spatial planning, policy writing and analytical rigor.

Support capability-building across the wider Place and Planning functions.

Mentor or quality-assure work by officers, consultants or partner teams contributing to SDS development.

## Scope of role

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Travel across the Thames Valley Area including for evening meetings.

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# PERSON SPECIFICATION

| KEY CRITERIA | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Skills and qualifications** | Degree (or equivalent) in Town Planning, Geography, Urban Studies or a related field, with RTPI membership.<br><br>Significant experience in strategic planning or policy-led plan-making, ideally including regional, sub-regional or strategic-tier plans, complex, cross-boundary environments.<br>Demonstrable experience of developing spatial strategies and policy frameworks, interpreting national planning policy and legislation, managing and using complex evidence bases.<br><br>Strong understanding of the relationship between land-use planning, infrastructure delivery, climate change, environmental policy and inclusive growth.<br><br>Excellent policy drafting and spatial reasoning skills, including the ability to communicate complex ideas clearly.<br><br>Strong analytical capability and confidence in navigating uncertainty and strategic choices.<br><br>Highly developed interpersonal skills, with the ability to: influence senior stakeholders, work across organisational boundaries, build trust in politically sensitive contexts.<br><br>Confident presenter and adviser to members and senior officers.<br><br>Excellent policy drafting and spatial reasoning skills, including the ability to communicate complex ideas clearly. | Experience of examination, inspection or independent scrutiny of development plans.<br><br>Direct involvement in SDS-style strategies, mayoral plans, development corporation planning or equivalent large-scale strategic frameworks.<br><br>Experience working with government departments or contributing to national policy discussions. |

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|---|---|
| | Strong analytical capability and confidence in navigating uncertainty and strategic choices. |
| **Competence Summary** | |
| **Work-related Personal Requirements** | The post is politically restricted.<br>Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy<br>Able to travel across the county and work from various office locations within the region. |
| **Other Work Requirements** | Excellent written and verbal communication skills, including the ability to produce clear, high-quality reports for senior decision-makers |
| **Role models and demonstrates the Council's values and behaviours** | Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.<br><br>We make our values real by demonstrating them in how we behave every day. |

**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**